

**GOVERNING POLICIES AND PROCEDURES**

**SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES**

**Subsection: M. Grievance and Appeal Procedures – All Employees**

**December 2002**

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**M. Grievance and Appeal Procedure – All Employees**

**1. Classified Employees**

Provisions for grievance and appeals procedures for classified employees are provided for in Chapter 53, Title 67 Idaho Code and the rules of the State Division of Human Resources. The University of Idaho shall, to the extent practical, provide for similar grievance and appeals procedures for its classified employees.

**2. Non classified Employees (including Faculty Employees)**

**a. Internal Policies and Procedures**

Each institution, agency and school must establish general procedures to provide for grievances and appeals for human resource matters. Such procedures shall be forwarded to the Executive Director for review and maintenance on file in the Office of the State Board of Education. Internal procedures must include the following elements:

- (1) provision for informal resolution;
- (2) procedures for filing a formal, written complaint;
- (3) reasonable time requirements;
- (4) a description of the hearing body; and
- (5) requirements for retention of records.

**b. Appeal to the Board**

A non classified employee may elect to petition the Board to review any final personnel related decision of the chief executive officer. Any written petition must be filed in the Office of the State Board of Education within fifteen (15) calendar days after the employee receives written notice of final action under the internal procedures of the institution, agency or school. The Board may agree to review the final action, setting out whatever procedure and conditions for review it deems appropriate. The Board is not required to review the final action. The petition for review shall be deemed to have been denied if the Board has failed to vote on the petition within sixty (60) days after the petition is filed with the Office of the State Board of Education or the next regularly scheduled Board meeting, whichever is later. The fact that a written petition has been filed does not stay the effectiveness of the final decision. Board review is not a matter of right. An employee need not petition the Board for review in order to have exhausted administrative remedies for the purposes of judicial review.